

Layoff Toolkit for Management

The Office of State Employment Relations has assembled a number of informative materials to provide state agencies with assistance and guidance during the layoff process. The following resources are included:

- *Wisconsin Human Resources Handbook* Chapter 232, Layoff of Permanent Classified Employees
<http://oser.state.wi.us/docview.asp?docid=1266>
- *Wisconsin Human Resources Handbook* Chapter 236, Designation of Employees as At-Risk and Use of the Employee Referral Service
<http://oser.state.wi.us/docview.asp?docid=4401>
- Sample At-Risk Letters and Layoff Notification
 - *Contact the DMRS HR Consultant assigned to your agency for a current list.*
- At-Risk Summary/Layoff Dynamics
<http://oser.state.wi.us/docview.asp?docid=7801>
- Frequently Asked Questions and Answers for the “At-Risk” Employee
<http://oser.state.wi.us/docview.asp?docid=1278>
- Agency Layoff Reporting form
<http://oser.state.wi.us/docview.asp?docid=7080>
- Active Official subtitles
Contact the DMRS HR Consultant assigned to your agency for a current list.
- Layoff of Represented Employees
 - Layoff of Represented Employees Bulletin OSER-0387-CLR/LR
[OSER-0387- Layoff of Represented Employees](#)
- Union Contacts
<http://oser.state.wi.us/docview.asp?docid=1279>
- Effect of Layoff on Fringe Benefits (ETF Document)
<http://etf.wi.gov/employers/wrschap18.pdf>
- Layoff Benefits: Health Insurance Premiums Paid from Accumulated Sick Leave for Represented and Non-Represented Employees CLR/POL 77
http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=89
- Benefits for Laid-Off Employees
<http://oser.state.wi.us/docview.asp?docid=7088>